

Colebrook Congregational Church
 By-Laws
 As Amended July 9, 2001 and July 11, 2004

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Colebrook Congregational Church
By-Laws
As Amended July 9, 2001 and July 11, 2004

ARTICLE I

Name

The name of this Church, which was organized in 1795 and incorporated in 1959, is and shall continue to be the Colebrook Congregational Church.

ARTICLE II

Purpose

The purpose of this Church shall be to bind together followers of Jesus the Christ by sharing in the worship of God and by making God's purposes dominant in the lives of people, individually and collectively, especially as those purposes are revealed in the life, teachings, death and resurrection of Jesus the Christ.

In the spirit of Jesus and for our mutual help, we unite in the worship of God and the service of humankind.

ARTICLE III

Covenant

We believe in God the creator, infinite in wisdom, goodness and love; and in Jesus the Christ, our Lord, who for our own life everlasting died and rose again and lives evermore; and in the Holy Spirit, who takes of the things of Christ and reveals them to us, renewing, comforting, and inspiring the souls of all people.

We are united in striving to know the purposes of God as taught in the Holy Scriptures, and in our purpose to walk in the ways of the Lord, made known, or yet to be made known to us.

We hold it to be the mission of the Church to proclaim the gospel to all humanity, exalting the worship of God and laboring for the progress of knowledge, the promotion of justice, the reign of peace and the realization of human harmony.

Depending, as did our forbears, upon the continued guidance of the Holy Spirit to lead us into all truth, we work and pray for the transformation of the world into the Kingdom of righteousness and the life everlasting.

ARTICLE IV

Polity

This Church acknowledges Jesus the Christ as its head and finds in the Holy Scriptures, interpreted by the Divine Spirit through reason, faith, and conscience, its guidance in matters of faith and discipline.

The government of this Church is vested in its members who exercise the right of control in all of its affairs.

ARTICLE V

Church Members

Section 1. Organization. There shall be three categories of members: (a) regular members, (b) associate members, and (c) inactive members.

Section 2. Regular Members. The regular members of this Church shall be persons who have been received by vote of the Church and public acceptance of its Covenant following (a) presentation of satisfactory letters of transfer from other churches, or (b) Baptism, if not previously baptized, or (c) individual confession of faith.

Persons desiring to unite with the Church as regular members shall be proposed by the Board of Deacons at a

regular Sunday service or meeting of the Church following such service. After approval by vote of the Church at such service or meeting, the persons so approved shall then be publicly received into Church membership at a Sunday service not less than one week later. Any such persons who are unable to attend a Sunday service for being received into the Church may be received by the Church Committee, acting on behalf of the Church, at such time and place as the Church Committee may determine.

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Unless otherwise specifically stated in these By-laws, all references to “members” shall relate to regular members, and not associate members or inactive members.

Section 3. Associate Members. Persons who choose not to hold regular membership but desire to be associated with and support the Church may be elected as associate members on the recommendation of the Board of Deacons and approval by vote of the Church at a regular Sunday service or meeting following such service.

Except as hereinafter provided, associate members shall have no vote as members of the Church, but shall be permitted to participate in meetings of the Church and have their voice heard. They may serve on certain Standing Committees of the Church as permitted by these By-laws and vote as members of such Standing Committees. They shall not serve as officers of the Church, nor as members of the Board of Deacons or the Church Committee, nor as chairs of Standing Committees.

Section 4. Inactive Members. Any regular or associate member who fails to participate in Church affairs or communicate with the Church for a period of five years or more, and does not respond to a letter sent to such member’s last known address, may on the recommendation of the Clerk be deemed an inactive member by vote of the Church Committee. Inactive members shall have no voice or vote at any meeting of the Church.

Inactive members may on written application to the Church Committee be restored to regular member status by vote of the Church Committee.

Section 5. Withdrawal or Termination of Membership. Any regular, associate or inactive member may withdraw from the Church by written notice to the Church Committee, whereupon such person’s membership shall immediately terminate.

The continuance of membership shall be subject to the principles and usage of the Congregational Christian Churches. Regular or associate membership may be terminated by the Church on the affirmative vote of two-thirds (2/3) of the members present at a special meeting of the Church called for such purpose, provided that such affirmative vote constitutes not less than one-fifth (1/5) of the members of the Church. Such meeting shall be open only to regular members of the Church who are entitled to vote.

Section 6. Restoration of Membership. Any regular or associate member who has withdrawn from membership may on written application to and recommendation of the Board of Deacons be restored to membership by vote of the Church Committee.

Any regular or associate member whose membership has been terminated by the Church as provided herein may be restored to membership by vote of the Church.

ARTICLE VI

Meetings of Church Members

1. Section 1. Annual Meeting. **"The annual meeting of the Church for the election of members-at-large of the Church Committee, members of the Board of Deacons and Standing Committees, and of officers of the Church, and for the transaction of such other business as may properly come before the meeting, shall be held in the Church on the third Sunday**

in January in each and every year immediately following the morning service."

Written notice of such meeting shall be mailed to the regular and associate members of the Church not less than ten days prior thereto and shall be announced from the pulpit on the two successive Sundays next preceding such meeting. (modified at Annual Meeting, 7/11/2004)

Section 2. Special Meetings. Special meetings of the Church may be called at any time by the Church Committee and shall be called at any time when application in writing for that purpose shall be made to the Clerk by five or more regular members of the Church. Notice of such meeting shall be given in the same manner as notice of the annual meeting. No business other than the business specified in the notice shall be transacted at any special meeting.

Section 3. Meetings During or Following Regular Services. Persons proposed by the Board of Deacons for regular or associate membership in the Church may be received by vote of the membership at or following a regular Sunday service of

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the Church. The regular Sunday service shall also be considered competent to consider and transact incidental business of the Church when the Church Committee desires the guidance of the Church membership or wishes to invite discussion about any matter before the Church Committee for which a special meeting of the members of the Church is not required by law or these By-laws. For all such matters, one week prior notice to the congregation in the Sunday morning bulletin or from the pulpit is desirable but not required.

Section 4. Quorum. One tenth (1/10) of members of the Church entitled to vote as certified by the Clerk shall constitute a quorum at any meeting of the Church.

Section 5. Voting. Each member of the Church over eighteen years of age shall be entitled to one vote on each matter submitted to a vote of the members. In addition, members of the Church who have not attained said age may with the approval of the Church Committee, and subject to any requirements of law, vote on such matters before the Church as the Church Committee in its discretion may determine.

Section 6. Required Vote. Except as otherwise required by law or these By-laws, the affirmative vote of a majority of the members who are entitled to vote and are present in person or by proxy at a meeting duly held and at which a quorum is present shall be required for action by the Church membership on any matter.

Section 7. Each member entitled to vote may do so either in person or by one or more agents authorized by a written proxy executed by such member, provided that such proxies shall confer no discretionary authority on the agent or agents appointed and shall be limited to matters specifically set forth in the notice of meeting. Proxies shall not be considered for purposes of determining whether the quorum requirements under Section 4 of this Article have been met. No proxies shall be permitted for purposes of meetings called to consider termination of Church membership under Article V, Section 5.

ARTICLE VII

Pastor

Section 1. Call. The Pastor shall be called by the Church upon such terms as the Church may determine, and shall be installed in accordance with established usages, as set out in The Congregational Worshipbook by Henry David Gray (rev.ed.1984)

Section 2. Pastor's Duties. The Pastor shall have in charge the spiritual welfare of the Church, with the assistance of the Board of Deacons. The Pastor shall provide inspiration and spiritual guidance to draw people

toward the Christian faith, preach the gospel, administer the sacraments, have care of all services of public worship, and administer the activities of the Church in cooperation with the Church Committee, the Board of Deacons and the Standing Committees. The Pastor shall provide spiritual counseling to the Church community and shall have the privilege, in the Pastor's discretion, of holding confidential any communication given in counseling. The Pastor shall have freedom of the pulpit.

The Pastor shall be an ex-officio member of the Church Committee, the Board of Deacons and any of the Standing Committees to which the Pastor is not elected as a member either at the annual meeting of the Church or to fill a vacancy pursuant to these By-laws.

Section 3. Resignation; Termination. The Pastor may resign on not less than sixty days prior written notice to the Church Committee. The pastorate may be terminated by vote of the Church on not less than sixty days prior written notice to the Pastor given after such vote.

Section 4. Church Action on Calling or Terminating Pastorate. The pastorate may be called or terminated on the affirmative vote of two-thirds (2/3) of the members present in person or by proxy at a special meeting of the Church called for such purpose, provided that such affirmative vote constitutes not less than one-fifth (1/5) of the members of the Church.

Section 5. Acting Pastor. An acting pastor, who shall perform the duties of the Pastor, may be appointed by the Church Committee whenever the Church has no installed pastor, or in the absence or disability of the Pastor, for such time and on such terms as the Church Committee may determine, provided that any acting pastor serving for a period of more

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than three months shall be subject to approval by the Church membership at a special meeting of the Church called for that purpose.

Section 6. Pastor Evaluation. Two members of the Board of Deacons, selected by the Board of Deacons together with the Chair of the Church Committee shall conduct an annual evaluation of the Pastor's performance in June of each year. Such evaluation shall be in writing and shall be communicated directly and personally to the Pastor. (modified, Annual Meeting, 7/11/2004)

ARTICLE VIII

Services

Section 1. Services of Worship. Services of worship shall be held at given hours each Sunday, except when temporarily suspended by vote of the Church or Church Committee because of an emergency or other circumstances temporarily suspended by vote of the Church or Church Committee because of an emergency or other circumstances beyond the control of the Church which prevent the holding of services. Any such suspension by the Church Committee of services of worship for more than two consecutive Sundays shall be brought before a special meeting of the Church within thirty days following the second such Sunday on which services are not held.

Section 2. The Sacraments. The sacrament of the Lord's Supper shall be celebrated on the first Sunday of each month or at such other times as the Pastor and the Board of Deacons may together or separately determine. Baptism shall also be administered at such time as the Pastor and the Board of Deacons may together or separately appoint.

Section 3. Other Services of the Church. Other services for worship, inspiration, prayer and study may be held as the Board of Deacons and the Pastor may determine, or as two or more Church members may at any

time collectively propose, subject to approval of the Board of Deacons and the Pastor.

ARTICLE IX

Board of Deacons

Section 1. Number, Tenure and Qualifications. **"The Board of Deacons shall consist of eight regular members of the Church elected for terms of four years, arranged so that the terms of two members shall expire each year. He or she shall serve for the term of office until his or her or until he or she is removed or resigns.**

Section 2. Service. The Deacons, in cooperation with the Pastor, shall be responsible for establishing the general spiritual goals and direction of the Church's ministry, for guidance on the order and effectiveness of worship and for identifying other activities in the Church and in the broader community.

They shall have under their care the members and friends of the congregation and, with the Pastor, shall serve the spiritual and special needs of the Church community by member visitation, performance in the absence of the Pastor of the sacraments of the Lord's Supper and baptism, and other appropriate care. They shall have the privilege, in their discretion, of holding confidential within the Board of Deacons information shared while acting on behalf of the Church.

They shall assist in the serving of the Lord's Supper, in taking the worship offering, in helping the Pastor secure pulpit supply, and in greeting visitors. They shall further assist the Pastor in caring for the poor, the sick, the sorrowing, the indifferent, and the stranger. They shall receive applications by letter or otherwise for admission to Church membership and shall make recommendations in respect thereof to the Church.

The Board of Deacons shall choose among themselves one person to be Senior Deacon, whose function shall be to coordinate and facilitate the duties of the Board of Deacons.

Section 3. Vacancies. Any vacancy occurring in the Board of Deacons shall be filled by the Church Committee. A member elected to fill a vacancy in the Board of Deacons shall be elected for the unexpired terms of his or her predecessor.

ARTICLE X

Church Committee

Section 1. General Powers. The affairs of the Church shall be managed by the Church Committee, subject always to the direction, oversight and will of the Church as provided in these By-laws.

It shall be the function of the Church Committee to visualize the entire task of the Church, to set goals for the Church, to advise the Pastor on the general direction of the Church's activities, and to cooperate with the Pastor, the Board of Deacons and the Standing Committees in the formation and implementation of an overall program.

The Church Committee shall submit to the membership at or prior to the annual meeting of the Church a comprehensive report setting out the major objectives of the Church for the coming year. The Board of Deacons and all Standing Committees and auxiliary organizations shall present their plans and programs to the Church Committee for its review and incorporation into such annual report.

Subject to recommendation of the appropriate Standing Committees, the Church Committee shall also have responsibility for hiring and terminating employees of the Church.

Section 2. Number, Tenure, and Qualifications. The number of Church Committee members shall be not less than nine. Each Church Committee member shall hold office until the next annual meeting of the Church following his or her election and until his or her successor shall have been elected. Church Committee members need not be residents of Connecticut but shall be regular members of the Church. Any Church Committee member who ceases to be a regular member of the Church shall cease being a member of the Church Committee.

Section 3. Composition of Church Committee. The Church Committee members shall be comprised of the members of the Board of Deacons, each of the officers of the Church, the Chair of each Standing Committee (or such other Standing Committee member as may be designated pursuant to Article XII, Section 5), the chair of each duly formed auxiliary organization of the Church pursuant to Article XIV and two regular members of the Church who are not officers of the Church nor members of the Board of Deacons or any Standing Committee. The latter members of the Church Committee, who shall be termed members-at-large, shall be elected for terms of two years so that the term of one member-at-large shall expire each year.

Section 4. Regular meetings. There shall be sent to the Church membership at the beginning of each Church year and posted at the Church a schedule of regular meetings of the Church Committee to be held monthly at the Church, as the Church Committee may determine, but in no event less than ten times each year. Scheduled meetings shall also be announced from the pulpit on the Sunday next preceding the date of each such meeting. Any change in scheduled meeting shall be similarly announced from the pulpit, as well as posted at the Church, and notice thereof shall be given, either orally or in writing to each member of the Church Committee not less than two days prior to the rescheduled meeting. No notice of the business to be transacted at any regular meeting of the Church Committee need be given, unless specifically required by law or by these By-laws.

Section 5. Oversight by Church Membership. All regular and associate members of the Church shall be entitled to attend the regular meetings of the Church Committee. If any five regular members of the Church in attendance at such a meeting, whether or not members of the Church Committee, shall request at such meeting that any matter proposed be decided not by the Church Committee but by the Church, at a special meeting of members shall be called for that purpose.

Section 6. Special Meetings. Special Meetings of the Church Committee may be called by or at the request of the Chair or three or more of the Church Committee members. The person or persons authorized to call special meetings of the Church Committee may fix any place within the Town of Colebrook as the place for holding such special meeting. Notice of any special meeting of the Church Committee shall be given, either orally or in writing, to each member of the Church Committee not less than two days prior thereto. Any Church Committee member may waive notice of any meeting. Neither the business to be transacted at, nor the purpose of, any special meeting of the Church Committee need be specified in the notice or waiver

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of notice of such meeting, unless specifically required by law or by these By-laws. Any business transacted at a special meeting to the Church Committee shall be subject to ratification at a regular meeting of the Church Committee, or by the membership either at the annual meeting of the Church or at a special meeting of members called for that purpose, as the Church Committee in its discretion may determine.

Section 7. Quorum; Adjournments. A majority of the Church Committee members shall constitute a quorum for the transaction of business at any meeting of the Church Committee, provided, that if less than a majority of the members are present at said meeting, a majority of the members present may adjourn and reschedule the meeting. Notice of the adjournment and rescheduling shall be given to all Church Committee members who were absent at the time to the original meeting. If the meeting was not rescheduled during the original meeting,

notice shall be given to all Church Committee members and announced from the pulpit on the next Sunday. If at the rescheduled meeting a quorum of the Church Committee members is present, then any business may be transacted which might have been transacted at the meeting as originally called. If there is unfinished business at any meeting, the meeting may be adjourned to a later date, subject to the same notice provisions provided above with respect to absence of a quorum.

Section 8. Voting. At any meeting of the Church Committee, each member of the Church Committee present shall be entitled to one vote.

Section 9. Required Vote. Except as otherwise required by law or these By-laws, the act of a majority of Church Committee members present at a meeting at which a quorum is present shall be the act of the Church Committee. All acts of the Church Committee shall be filled by the members of the Church Committee. A member elected to fill a vacancy in the Church Committee shall be elected for the unexpired term of his or her predecessor.

Section 10. Vacancies. Subject to the provisions of Section 5 of Article XII, and of Article XIV, any vacancy occurring in the Church Committee shall be filled by the members of the Church Committee. A member elected to fill a vacancy in the Church Committee shall be elected for the unexpired term of his or her predecessor.

Section 11. Pastoral Search Committee. When required by a vacancy in the pulpit, the Church Committee shall, within one month of such vacancy, be responsible for proposing the members of a Pastoral Search Committee of appropriate size and demographic distribution. Proposed members of the Pastoral Search Committee shall be regular members of the Church. The Church Committee's proposal shall then be ratified, in a timely manner, by the membership at a meeting called for that purpose.

ARTICLE XI

Officers

Section 1. Officers. The officers of the Church shall be a Church Committee Chair, Clerk, Assistant Clerk, Treasurer, and Assistant Treasurer and may also include such other officers as the Church may elect. One person may hold more than one office in the Church, except that one person may not hold any two of the offices of Church Committee Chair, Clerk, and Treasurer. An instrument that is required to be signed by more than one officer may not be signed by one person in more than one capacity. The officers shall be regular members of the Church.

Section 2. Election, Term of Office. The Church Committee Chair, Clerk, Assistant Clerk, Treasurer, and Assistant Treasurer shall be elected at the annual meeting of the Church members. Each officer shall continue in office until his or her successor is elected, or until he or she is removed or resigns.

Section 3. Other agents. From time to time, the Church Committee may appoint such other agents as it shall deem to be necessary to the Church, each of whom shall serve at the pleasure of the Church Committee. Each such agent shall have such authority, shall perform such duties and shall receive such reasonable compensation as the Church Committee may determine.

Section 4. Any vacancy in any office arising at any time from any cause may be filled by the Church Committee. Such interim officers may be elected by a majority of the Church Committee members then in office. Each officer so elected shall hold office for the unexpired portion of the term of his or her predecessor and until his or her successor has been elected.

Section 5. Removal. Any officer of the Church may be removed, with or without cause, by a vote of a majority of the Church Committee members then in office.

Section 6. Resignation. Any officer may resign at any time by giving written notice to the Church Committee. Such resignation shall become effective no less than thirty days from the date upon which the notice is given. However, the Church Committee, in its discretion, may accept the resignation as effective upon an earlier date stated in such notice.

Section 7. Church Committee Chair; Power and Duties. The Church Committee Chair shall conduct all meetings of the Church Committee and of the Church membership. The Church Committee Chair shall coordinate and facilitate the work of the Standing Committees, as well as the Church Committee and the Board of Deacons, regularly consulting with the Pastor. The Church Committee Chair shall also have responsibility of convening the annual evaluations of the Pastor under Article VII, Section 6. The Church Committee Chair shall perform such other duties as shall be assigned to him or her by the Church Committee.

Section 8. Clerk: Powers and Duties. The Clerk shall act as Secretary of all the meetings of the Church Committee and Church membership, and shall keep the minutes of all such meetings. The Clerk shall be responsible for giving and serving all notices required by these By-laws and shall perform all the duties incident to the office, subject at all time to the control of the Church Committee. The Clerk shall keep a current record of all regular, associate and inactive members in accordance with Article V, Section 4. The Clerk shall record the reception of all members into the Church, and shall maintain a record of all marriages and funerals conducted by the Pastor, all baptisms performed either by the Pastor or the Board of Deacons, and of all deaths of regular or associate members as well as inactive members when known. The Clerk shall perform such other duties as shall be assigned to him or her by the Church Committee.

Section 9. Assistant Clerk: Powers and Duties. The Assistant Clerk shall be authorized under the direction of the Clerk to perform any of the duties of the Clerk. When designated by the Church Committee, the Assistant Clerk may also act as Clerk during the temporary absence of the Clerk or in the event of his or her temporary inability to act.

Section 10. Treasurer: Powers and Duties. The Treasurer shall report to the Church Committee. He/she shall operate in the context of procedures defined by the Finance Committee and approved by the Church Committee. The Treasurer shall have custody of all funds and securities of the Church, which may come into his or her hands. The Treasurer shall keep (or shall cause to be kept) complete and accurate accounts of the receipts and disbursements of the Church, and he or she shall deposit (or shall cause to be deposited) all monies and other valuable effects of the Church in the name of and to the credit of the Church in such banks and depositories as the Finance Committee may approve. Whenever required by the Church Committee, the Treasurer shall render a statement of the Church's accounts. He or she shall perform all the duties incident to the office of Treasurer, subject at all time to the control of the Church Committee. The Treasurer shall, if required by the Church Committee, give such security for the faithful performance of his or her duties as the Church Committee may require.

Section 11. Assistant Treasurer: Powers and Duties. The Assistant Treasurer shall be authorized under the direction of the Treasurer to perform any of the duties of the Treasurer. When designated by the Church Committee, the Assistant Treasurer may also act as Treasurer during the temporary absence to the Treasurer or in the event of his or her inability to act. The Assistant Treasurer shall, if required by the Church committee, give such security for the faithful performance of his or her duties as the Church Committee may require.

ARTICLE XII

Standing and Other Committees

Section 1. Standing Committees. **At the annual meeting of the Church members, there shall be elected members of the following Standing Committees, each elected for terms and as otherwise provided in these By-Laws each elected for terms and as otherwise provided in these By-Laws until his or her successor is elected, or until he or she is removed or resigns:**

- Christian Education Committee**
- Finance Committee**
- Buildings and Grounds Committee**
- Music Committee**
- Nominating Committee**

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Section 2. Ex Officio Members. An “ex officio” member serves in an honorary capacity, by virtue of his or her position, with voice as well as vote. The Chair of the Church Committee shall be an ex officio member of any of the Standing Committees to which he or she is not elected as a member. The Treasurer and Assistant Treasurer shall be ex officio members of the Finance Committee, unless elected as members of that committee. The Church organist, the choir director and the choir librarian shall be ex officio members of the Music Committee, unless elected as members of that committee. The Christian Education Director shall, unless elected as a member of the Christian Education Committee, be an ex officio member of that committee. If a member of the Finance Committee is not elected as a member of the Buildings and Grounds Committee, the Finance Committee shall designate one of its members to serve as an ex officio member of the Buildings and Grounds Committee. **"The Sexton, if any, shall also serve as an ex officio member of said committee."**

Section 3. Other Committees. Other committees may be formed by the Church or the Church Committee as need may dictate. Ad hoc committees may be appointed by the Church Committee. Standing Committees shall be elected by the Church.

Section 4. Vacancies. Any vacancy occurring in any Standing Committee may be filled by the Church Committee. A member of any Standing Committee elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor.

Section 5. Chairs of Standing Committees. Each Standing Committee shall, prior to the first regular meeting of the Church Committee following the annual meeting of the Church, elect one or more members of such Standing Committee who are regular members of the Church to act as Chair or co-Chairs. The Chair of each Standing Committee shall serve as a regular member of the Church Committee, unless the Standing Committee at the time of electing a Chair designates another of its members who is a regular member of the Church to serve as a member of the Church Committee. If a Standing Committee has co-Chairs, the Standing Committee shall determine which of the co-Chairs, or which other member of the Standing Committee, is to serve on the Church Committee. Any vacancy occurring in any Standing Committee Chair or in the designee to the Church Committee, shall be filled by the Standing Committee from among its members. Each Standing Committee shall promptly notify the Clerk of the election of a Chair or co-Chairs and of the member of the Standing Committee to serve on the Church Committee (if other than the Chair). It shall be the responsibility of the Chair or other member of the Standing Committee designated to serve on the Church Committee to report to the Church Committee regarding the activities of such Standing Committee. The Chair or co-Chairs of a Standing Committee shall have such additional administrative responsibilities as the Standing Committee may determine.

ARTICLE XIII

Composition, Powers, and Duties of Standing Committees

Section 1. Christian Education Committee. The Christian Education Committee shall consist of six regular or associate members of the Church elected for terms of three years arranged so that the terms of two members shall expire each year.

The Christian Education Committee shall have supervision and direction of the Christian education program of the Church for children, youth, and adults. It shall recommend hiring and removing of a director of the church school and such teachers, counselors, and other personnel as it deems necessary or desirable in connection with the religious, educational and youth activities of the Church. In the case of paid Christian education staff, the Christian Education Committee will be responsible for job descriptions, supervision, annual performance evaluation and salary recommendations.

Section 2. Finance Committee. The Finance Committee shall consist of three regular members of the Church elected for terms of three years arranged so that the term of one member shall expire each year.

The Finance Committee shall define the procedures used by the Treasurer and obtain the approval of the Church Committee before being implemented. The Finance Committee shall regularly examine the books, accounts and reports of the Treasurer and shall with the Church Committee prepare a financial budget each year to be presented to the membership of the Church at the annual meeting. It shall, in conjunction with the Treasurer, supervise, direct, and control all matters pertaining to the Church's finances, and shall attend to the placing of insurance upon the property of the Church.

Section 3. Buildings and Grounds Committee. The Buildings and Grounds Committee shall consist of six regular members

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or associate members of the Church elected for terms of three years arranged so that the terms of two members shall expire each year.

The Buildings and Grounds Committee shall be responsible for regular maintenance, protection and use of the physical property of the church and for making recommendations to the Church Committee on major expenditures for improvements and for replacements. The Buildings and Grounds Committee shall recommend hiring and removing of a Sexton to perform specified services in connection with property maintenance and use, and with respect to evaluation and salary recommendations. This committee is responsible for scheduling use of Church facilities and formulating guidelines for such use.

Section 4. Music Committee. The Music Committee shall consist of three regular or associate members of the Church. Members of the Music Committee shall be elected for terms of three years, arranged to the degree possible so that the term of at least one member shall expire each year.

The Music Committee shall be responsible for the coordination of the music ministry with the overall spiritual direction of the Church and the goals of worship. It shall be responsible for the maintenance of the Church's musical instruments and formulating guidelines for their use. It shall develop and maintain the Church's other musical resources as well as encourage and coordinate special musical events. It shall be responsible for the oversight of the Children's Choir. The committee shall recommend hiring and termination of music staff and with respect to such staff shall be responsible for job descriptions, supervision, evaluation and salary recommendations.

Section 5. Nominating Committee. The Nominating Committee shall consist of five regular members of the Church, one of whom shall be a member of the Board of Deacons chosen by rotation, one of whom shall be the member-at-large of the Church Committee whose term is then expiring, and three of whom shall be elected by nominations from the floor. If such member-at-large is for any reason unable or unwilling to serve, another member of the Church Committee in office during the preceding year and who is not a member of the Board of Deacons shall be elected by nomination from the floor to serve in his or her place.

The Nominating Committee so elected at each annual meeting shall at the next succeeding annual meeting report nomination as members (including, as and when permitted by these By-laws, associate members) for election to the Board of Deacons, Church Committee (as members-at-large), Standing Committees (other than the Nominating Committee) and as officers of the Church. The Nominating Committee shall in considering nominations confer with the Pastor, members of the Board of Deacons and Church Committee and with the members of the Standing Committees. The members of the Nominating Committee shall also invite recommendations from the greater Church membership in an effort to promote and encourage participation by the congregation in the work of the Church, mindful always of the importance of harmony and stability, as well as the need for new insights and hard testing of the Church's mission.

The report of the Nominating Committee shall be furnished to the Church Committee not less than thirty days prior to the annual meeting at which the report shall be submitted. Such report shall be included with the notice on annual meeting sent to the members of the Church pursuant to Article VI, Section 1.

In addition to the nominations reported by the Nominating Committee at the annual meeting, nominations for the Board of Deacons, Church Committees and Standing Committees, and for officers, may be made from the floor prior to the vote, subject to the special provisions hereof with respect to the composition of the Church Committee and Music Committee, as well as the Nominating Committee.

ARTICLE XIV

Auxiliary Organizations

Members of the church may form one or more auxiliary organizations in the name of the Church for the performance of activities related to the work of the church. Such auxiliary organizations shall be formed only after prior approval of the Church Committee, shall be supervised by the Church Committee and shall be subject to such requirements as the church Committee may determine from time to time. It is intended that such organizations meet the requirements for being an integrated auxiliary organizations the same is defined under the Internal Revenue Code of 1986, or regulations pursuant thereto, as may be amended from time to time.

Auxiliary organizations may include, without limitation, an auxiliary having both men and women as members, a women's auxiliary and a men's auxiliary. The Chair of each auxiliary organization shall be a member of the Church Committee and have one vote.

ARTICLE XV

Contracts, Checks, Deposits, and Funds

Section 1. Contracts. The Church Committee may authorize any officer or officers, agent or agent of the Church, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Church and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, etc. All checks, drafts or other work orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Church, shall be signed by such officer or officers, agent or agents of the Church and in such manner as shall from time to time be determined by resolution of the Church Committee.

Section 3. Deposits. All funds of the Church shall be deposited to the credit of the Church in such banks, trust companies or other depositories as the Finance Committee may select.

Section 4. Gifts. The Church Committee may accept on behalf of the Church any contribution, gift, bequest or devise for the general purpose or for any special purpose of the Church.

ARTICLE XVI

Books and Records

The Church will keep correct and complete books and records of account and shall also keep minutes of the meetings of the Church Committee, and of meetings of the Church membership under Sections 1, 2, and 3 of Article VI, and shall keep at the Church or with the Clerk a record giving the names and addresses of all regular members, associate members and, when known, inactive members. All books and records of the Church may be inspected by any regular member, or his or her agent or attorney, for any purpose at any reasonable time.

ARTICLE XVII

Fiscal Year

The fiscal year of the Church shall begin on January 1 and end on December 31, unless a different fiscal year is adopted by the Church Committee with the approval of the Church. (modified, Annual Meeting, 9/11, 2004)

ARTICLE XVIII

Church Seal

The Church Committee shall provide a seal of the Church as may be required by the laws of the State of Connecticut.

ARTICLE XIX

Special Voting Rights; Colebrook Ecclesiastical Society

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All persons who were members of the Colebrook Ecclesiastical Society at the date of its dissolution on April 16, 1959 and who are not regular members of the Church shall be deemed associate members of the Church, and shall be accorded the special right to vote at meetings of the Church on matters relating to the real and personal property of the Church received from the Colebrook Ecclesiastical Society pursuant to Certificate of Assignment and Transfer dated April 13, 1959 and recorded in the Office of the Secretary of State of the State of Connecticut on April 16, 1959. In addition, the Church Committee with the approval of the Church may confer on associate members, whether or not former members of the Colebrook Ecclesiastical Society, limited rights to vote on matters relating to property or funds donated to the Church by such associate members, or for which such associate members were instrumental in having donated to the Church.

ARTICLE XX

Real Property of the Church

The real property of the Church may not be sold, mortgaged or leased, nor shall the Church purchase any real property, unless authorized by affirmative vote of two-thirds (2/3) of the members present at any annual or special meeting of the Church, which affirmative vote constitutes not less than one-fifth (1/5) of the members of the Church. At least thirty days' written notice shall be given of the intention to seek authorization with respect to any such transaction at such meeting (notwithstanding the notice requirements otherwise applicable to meetings of the membership under Article VI of these By-laws).

ARTICLE XXI

Amendments to By-Laws

These By-laws may be altered, amended or repealed and new By-laws may be adopted by affirmative vote of two-thirds (2/3) of the members present at any annual or special meeting of the Church, provided that at least thirty days' written notice is given of the intention to alter, amend or repeal or to adopt new By-laws at such meeting (notwithstanding the notice requirements otherwise applicable to meetings of the membership under Article VI of these By-laws) and provided further that such affirmative vote constitutes not less than one-fifth (1/5) of the members of the Church.

